

**State Plan for Medical Assistance  
under Title XIX, SSA  
New Mexico**

Attachment 1.2-A

**ORGANIZATION AND FUNCTION OF STATE AGENCY**

The Single State Agency designated to administer the Title XIX program in New Mexico is the Human Services Department.

This attachment is organized in three sections. The first describes the department and lists the responsibilities of the administrative head of the agency. The second section contains brief descriptions of the major organizational units of the department. The third section is an organizational chart of the department.

**SECTION I**

The Human Services Department Act established a single, unified department to administer laws and exercise functions relating to human services. The department's mission is to assist individuals and families to achieve self-sufficiency by providing financial stability, child support, access to health services and opportunities for training, education, employment and child care, and to provide caring and compassionate services to vulnerable populations.

The department establishes and maintains agreements with the New Mexico Department of Health, Department of Education, and Children, Youth and Families Department concerning programs and projects of mutual interest, including the use of Medicaid funding for eligible services provided by or through the other departments.

Department Organization - The department is a cabinet level agency in the executive branch of New Mexico state government. It contains three operating divisions administering Medicaid, financial assistance, and child support enforcement, an Office of Inspector General and administrative and support sections. The department divisions and major offices are:

- A. the Medical Assistance Division;
- B. the Income Support Division;
- C. the Child Support Enforcement Division;
- D. the Office of Inspector General;
- E. the Administrative Services Division; and,
- F. the Office of General Counsel.

STATE <i>New Mexico</i>		A
DATE REC'D	MAR 13 1995	
DATE APP'D	MAR 21 1995	
DATE EFF.	FEB 10 1995	
HCFA 179	95-02	

79-11; 78-19; 81-3; 84-2  
SUPERSEDES: TN *LAZAR*

STATE	<i>New Mexico</i>	A
DATE RECD	MAR 13 1995	
DATE FILED	MAR 21 1995	
DATE REC'D	FEB 10 1995	
HCPA 177	<i>95-82</i>	

Amendment 95-02  
March 6, 1995

Secretary of Human Services - The administrative head of the human services department is the "secretary of human services," who is appointed by the governor with the consent of the senate and who serves in the executive cabinet. The appointed secretary shall serve and have all the duties, responsibilities and authority of that office during the period of time prior to final action by the senate confirming or rejecting his appointment.

Under state statute, the secretary's duties and powers include but are not limited to:

- A. All operations of the department and administration and enforcement of laws with which the department is charged;
- B. Every power expressly enumerated in the laws, whether granted to the secretary or the department or any division of the department, except where authority conferred upon any division is explicitly exempted from the secretary's authority by statute;
- C. The authority to apply for and receive, with the governor's approval, in the name of the department any public or private funds, including but not limited to United States government funds, available to the department to carry out its programs, duties and services;
- E. The authority to make and adopt such reasonable and procedural rules and regulations as may be necessary to carry out the duties of the department and its divisions, with the condition that no rule or regulation affecting any person or agency outside the department can be adopted without a public hearing;

## SECTION II

Medical Assistance Division - The mission of the Medical Assistance Division is to ensure access to medically necessary health services for Medicaid eligible individuals. The Medical Assistance Division administers the Medicaid program. The division is responsible for the development, dissemination and on-going administration of both eligibility policy and amount, duration and scope of Medicaid coverage.

Income Support Division - The mission of the Income Support Division is to provide assistance benefits in a timely and accurate manner to eligible persons while fostering self-sufficiency. The division administers statewide programs for Aid to Families with Dependent Children, AFDC-Unemployed Parent, the state-funded General Assistance program for disabled adults, Food Stamps, Commodities, the Low-Income Home Energy Assistance Program and a variety of programs under Community Assistance, including grants to homeless programs, Community Service Block Grants, and water and sewer hook-up assistance. Workers in the ISD field offices determine eligibility for the Medicaid program, as well as for the income assistance programs.

Child Support Enforcement Division - The mission of the Child Support Enforcement Division is

*79-11; 78-19; 81-3; 84-2*  
SUPERSEDES: TN *Pages*  
*1-19*

to assist custodial parents to secure for their children the economic and medical support to which they are entitled. In order to establish and enforce child support orders, the division works with a wide range of federal, state and private agencies. The six major program services in the division are: absent parent location, establishment of paternity, establishment of financial and medical support orders, collection and distribution of support, support order enforcement and support order modification.

Office of the Inspector General - The mission of the Office of Inspector General is to maintain and promote public confidence in all Human Services Department programs and operations through the detection, prevention and deterrence of fraud, waste, abuse and inefficiency. The mission is accomplished through the coordination of audit, client disqualification, criminal investigation, internal investigation and restitution functions. The office conducts criminal, civil and internal affairs investigations as well as financial, program and compliance audits of department programs and contracts with outside contractors.

Administrative Services Division - The mission of the Administrative Services Division is to provide internal support for efficient operation of department programs. The division provides financial, accounting, information processing, automated systems planning, development and implementation planning, and personnel support services.

Office of General Counsel - The Office of General Counsel provides legal advice and intervention and litigation services. The office reports directly to the Cabinet Secretary. Other offices under the umbrella of the Office of the Secretary are the Hearings Bureau, which provides administrative arbitration services to clients who challenge department decisions; and the Public Information Office, which coordinates the department's response to media inquiries.

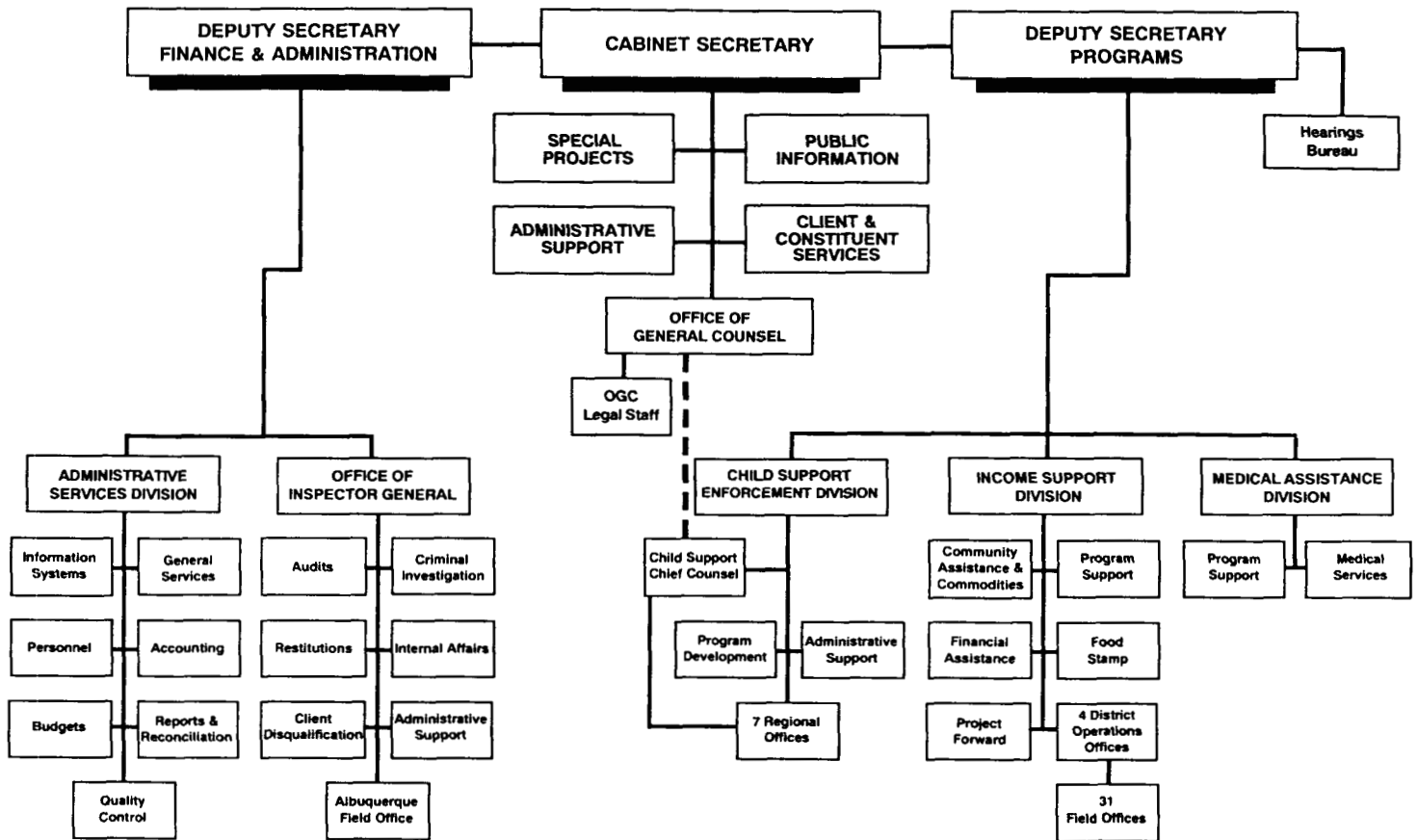
STATE	<i>New Mexico</i>	A
DATE RECD	MAR 13 1995	
DATE ATTD	MAR 21 1995	
DATE BR	FEB 10 1995	
ACCA ID	95-02	

79-11378-19; 81-3; 84-2  
SUPERSEDES TN *Pages*

### SECTION III



## New Mexico HUMAN SERVICES DEPARTMENT



HSD Secretary

2/6/95

STATE <i>New Mexico</i>		A
DATE REC'D	MAR 23 1995	
DATE ADMD	MAR 21 1995	
DATE OF	FEB 10 1995	
FOIA OF	95-02	

77-11; 78-19; 81-3; 84-2  
SUPERSEDES: TN *[Signature]*